

**CITY OF HAPPY VALLEY
RESOLUTION NO. 20-13**

**A RESOLUTION AUTHORIZING AN EMERGENCY BUSINESS ASSISTANCE
PROGRAM TO SUPPORT LOCAL BUSINESSES AFFECTED BY COVID-19**

WHEREAS in response to the novel coronavirus (COVID-19) outbreak, the State of Oregon has taken important measures to limit the spread of the disease in our communities; and

WHEREAS on March 23, 2020, Governor Kate Brown issued Executive Order 20-12 Stay Home, Save Lives, which limited social contact and closed certain businesses; and

WHEREAS the City Council established a Business Task Force to address the economic impacts of COVID-19; and

WHEREAS ensuring continued success of our local businesses is essential for the city's economic health; and,

WHEREAS many local businesses in the City of Happy Valley are impacted by the Governor's order; and

WHEREAS an Emergency Business Assistance Program will provide essential emergency funds for lease, rental or mortgage assistance for those businesses impacted by the COVID-19 pandemic.

NOW THEREFORE, THE CITY OF HAPPY VALLEY RESOLVES AS FOLLOWS:

- Section 1. An Emergency Business Assistance Program in the amount of \$300,000 is established as outlined in Exhibit A.
- Section 2. This Resolution is and shall be effective immediately upon its enactment by the City Council.

Resolution 20-13 is enacted by the City Council of the City of Happy Valley, this 21st day of April 2020.



Tom Ellis
Mayor

ATTEST:



Jason Tuck
City Manager

Happy Valley Emergency Business Assistance Program

Program Description

Happy Valley local businesses are in a state of uncertainty and financial strain due to the COVID-19 pandemic. The City of Happy Valley believes it should take immediate action to assist local independent businesses with lease, rental, or mortgage assistance that had to temporarily close or reduce services as a result of government order.

Business Eligibility

- Business has a Happy Valley business license that was issued prior to the issuance of the grant award and has paid in full for any years the business hadn't renewed.
- Business operates out of a physical commercial storefront within the city limits of Happy Valley and has a lease, rent, or mortgage payment on the property.
 - Individual food carts are eligible, but not the property owner.
 - Business owners who have independent contractors (i.e. salons) are eligible, but must sign agreement to not charge rent to independent contractors during the months they receive the grant award.
- Business must not have more than 2 locations nationwide.
- Business is under a mandatory closure or change in service guideline (by state, federal or local gov) due to COVID-19. As of 4/2/2020, this includes the following:
 - Governor's Executive Order 20-07
 - Governor's Executive Order 20-12
- Business verifies they intend to continue operations when government orders are lifted.
- Business must provide proof they applied for the Small Business Administration Paycheck Protection Program.

Program Operation

- Business submits an online application to the City during a 1-week timeframe to be established.
- If application is found complete, application will be reviewed and notice of award will occur within 1 week.
- Awards will be made on a first come, first served basis.
- If awarded, Letter of Commitment will be executed between both parties, acting as the grant contract.
- Business must submit proof of lease, rent, or mortgage amount (i.e. invoice, statement, or rental agreement).
- City will provide payment on behalf of the business to the landlord up to \$7,500 per month for up to two months (eligible months include April, May, or June). Payment will only be made after any rental abatement offered by the landlord or mortgage holder has been factored in. In addition, if the rent, lease, or mortgage invoice is greater than \$7,500, business will need to submit payment in the excess amount prior to the City providing the grant award.
 - If direct payment to the landlord isn't possible, City may provide reimbursement to the business owner with proof rent, lease, or mortgage was paid.
- The program is in effect during the City of Happy Valley's declared state of emergency; however, if program funds are exhausted prior to the declaration is lifted, then the program will be closed.
- Mortgage, rent, or lease holder cannot be the registered business owner.
- Program will operate on a first-come, first-serve basis with a maximum \$300,000 available citywide.